

# Training for District Interpreters

February 10-14, 2020

Training Syllabus



**William Penn Mott Jr. Training Center**



# Memorandum

**Date:** January 29, 2020  
**To:** Supervisor  
**From:** Debbie L. Fredricks, Chief  
Training Section  
California State Parks  
**Subject:** Employee Attendance at Formal Training

An employee from your office will soon be attending the formal training program described in the attached. Ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

### Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Debbie L. Fredericks  
Training Section Chief

Attachment  
cc: Participant

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***Mission Statement  
Training Section***

***The mission of the Training Section is to improve  
organizational and individual performance and  
productivity through consulting, collaboration,  
training, and development.***

## TRAINING SECTION STAFF

Debbie L. Fredricks.....	Training Section Chief
Ann D. Slaughter.....	Mott Training Center Manager
Eric Marks.....	Leadership and Staff Development Manager
Jack Futoran.....	EMS and LFG Training Coordinator
Jeff Beach.....	Training Consultant
Tamara Busman .....	Training Consultant
Joel Dinnauer.....	Training Consultant
Ennio Rocca .....	Training Consultant
Sara M. Skinner .....	Training Consultant
Robert Waller.....	Training Consultant
Vernon Reyes .....	Instructional Designer
Jason Smith .....	Academy Coordinator
Jeremy Alling .....	Cadet Training Officer
Matt Cardinet .....	Cadet Training Officer
Jamie Stamps.....	Cadet Training Officer
Lisa Anthony .....	Program Coordinator
Edith Alhambra .....	Assistant Program Coordinator
Samantha Guida.....	Assistant Program Coordinator
Ricky Roldan.....	Assistant Program Coordinator
Pamela Yaeger .....	Assistant Program Coordinator

## THE MISSION

*of the California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.
3. **TRAVEL:** Arrange your travel to and from the training site through your District or Office. (No reimbursement for travel expense – including per diem costs – will be approved for travel not specifically authorized in advance by the District Superintendent). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

4. HOUSING: Housing assigned to you on a shared-room basis and available from 3:00 p.m. on the date of arrival to 10:00 a.m. on the date of departure. The Department provides your room and board expenses at the Marconi Conference Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in the Marconi Conference Center Administration Building.
5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Consultant assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Consultant assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

**The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.**

6. MEALS: Meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Marconi Conference Center no later than one week before your scheduled arrival.
7. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist**. Non-uniformed employees shall wear apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

8. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
9. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Consultant and has been assigned the responsibility for your training group. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.
10. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
11. **TRAINING MATERIALS:** May be made available to you at both your unit and at the Marconi Conference Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
12. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not receive or make cell phone calls during class time. Limit those calls to your breaks.  
  
Remember that cell reception is poor at Marconi. There is a pay telephone which takes prepaid phone cards or coins. If you have a phone in your room you can also use a prepaid calling card. There is one computer available for checking email in the Administration Building. There is also free wi-fi access.
13. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (415) 663-9020.
14. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

◆ **Marconi Conference Center**  
 ◆ **PLANNING INFORMATION**

*To make your visit as comfortable and satisfying as possible, please take a few moments to read the following.*

◆ **CHECK-IN/CHECK-OUT**

Please check in at the Front Desk. Follow the signs for Check-in.

Check-in: 3 p.m. to 11 p.m.  
 Check-out: 7 a.m. to 10 a.m.  
 (Bring your key)

Late check-out (*after 10 a.m.*) will incur an additional day's charge.

◆ **DINING**

Meals are served in Redwood Dining Hall.

Breakfast buffet: 7 a.m. to 9 a.m.  
 Lunch buffet: 11:30 a.m. to 1:30 p.m.  
 Full service dinner: 6 p.m. to 8 p.m.

◆ **LODGING**

You may wish to bring: shampoo, flashlight, comfortable shoes for hilly trails. Please note cooking and other appliances, candles and incense are not allowed, and food should not be kept in your room as it attracts insects.

◆ **PARKING**

Please park in designated parking spaces only and observe the law regarding spaces for the handicapped. Campers, recreational vehicles and motor homes are not permitted.

◆ **DRIVING**

Please drive slowly and carefully, yielding to pedestrians, bicyclists and animals. The speed limit is 15 mph, and all signs and barriers must be observed.

◆ **GAS STATIONS**

The closest gas station is located in Point Reyes Station, 15 minutes to the south.

◆ **TELEPHONES**

Your guestroom has a private telephone number which you can give callers after you check in, as well as a port for your modem. All outbound telephone and modem calls require a toll-free 800 number. Bring your calling card for phone calls; check with your ISP for 800-number access. Most cellular phones DO NOT work at Marconi Conference Center.

◆ **MESSAGES, FAXES, MAIL**

If your callers would like to leave a message, give them this number:

**Front Desk Telephone: (415) 663-9020**

You may also want to give them your lodging building, room number and name of conference, to expedite receiving emergency messages.

We post messages for guests on the message board. We'll also post a notice if you receive mail or a package. *Emergency messages will be delivered.*

If you wish to receive a fax, use this number:

**Front Desk Fax: (415) 663-1731**

We will post a notice on the message board when your fax arrives and collect the service charge when you pick it up.

If you wish to receive mail, use this address:

(your name), (conference name)  
 c/o Marconi Conference Center  
 P.O. Box 789, 18500 State Route 1  
 Marshall, CA 94940

We will post a notice on the message board and hold your mail at the Front Desk.

no charge. Our commissary sells snacks, cold drinks, personal hygiene items, flashlights/batteries, writing supplies, stamps. We have a selection of Marconi souvenirs such as shirts, hats, mugs and other items that make wonderful remembrances of your stay with us. Our Front Desk staff can also help you with local information.

◆ **BUSINESS CENTER**

The Business Center is located in the Pelican Building lounge and is open 7 am to 11 pm. For your convenience, we are pleased to provide **free of charge**, the following services:

- ◆ Internet / E-mail
- ◆ Computer with MS Office
- ◆ LaserJet Printer
- ◆ Photocopier

◆ **WALKING & EXPLORING**

Marconi Conference Center is a unit of the California State Park system and all natural elements such as branches, pine cones, mushrooms and flowers are protected by state law and may not be removed. Camping and campfires are not permitted. We suggest walking on designated footpaths to avoid poison oak. The pine needles can be slippery—please use caution. We recommend flashlights at night.

◆ **SMOKING**

State law prohibits smoking in or within 50 feet of Marconi Conference Center buildings. Ashtrays are located at entrances, on decks and on patios. Smoke only in paved areas and please use extreme caution when smoking on the property.

◆ **PETS**

With the exception of guide dogs for the handicapped, *pets are not permitted* in Marconi

Conference Center buildings and cannot remain on the property overnight. Dogs must be on a leash at all times.

◆ **ENJOY!**

We hope that between highly productive meetings you'll have some time to appreciate the rich human and natural history that surrounds us here. Please let us know if there is anything we can do to enhance your stay.



*Marconi Conference Center's guestrooms overlook Tomales Bay*

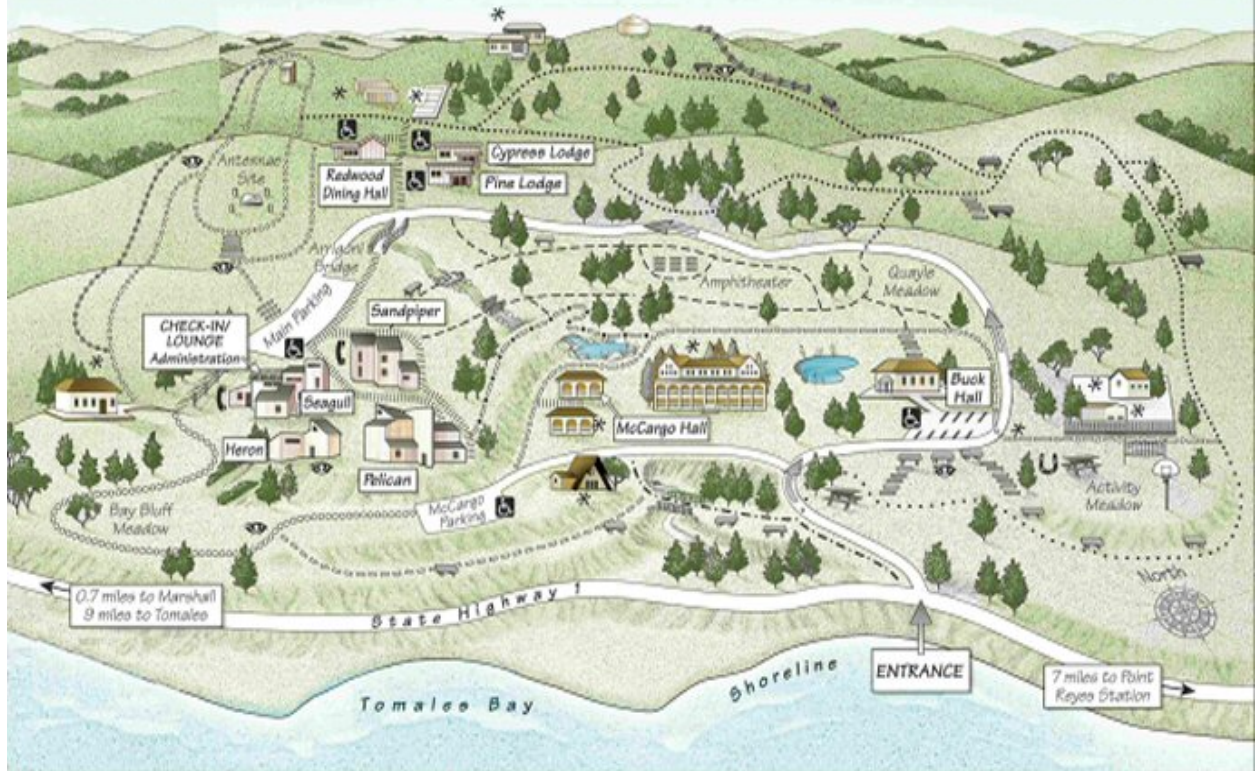
◆ **EMERGENCIES**

Between 11 p.m. and 7 a.m., the recorded message on (415) 663-9020 tells callers how to contact a guest or Marconi staff member in an emergency.

◆ **GUEST SERVICES**

In the front desk area we have games, reading material and a VCR with a selection of movie videos; volleyball, badminton and horseshoe equipment; ice, irons and ironing boards, all at

# Marconi Conference Center





◆ **Marconi Conference Center**  
 ◆ **GETTING TO MARCONI**  
 (415) 663-9020



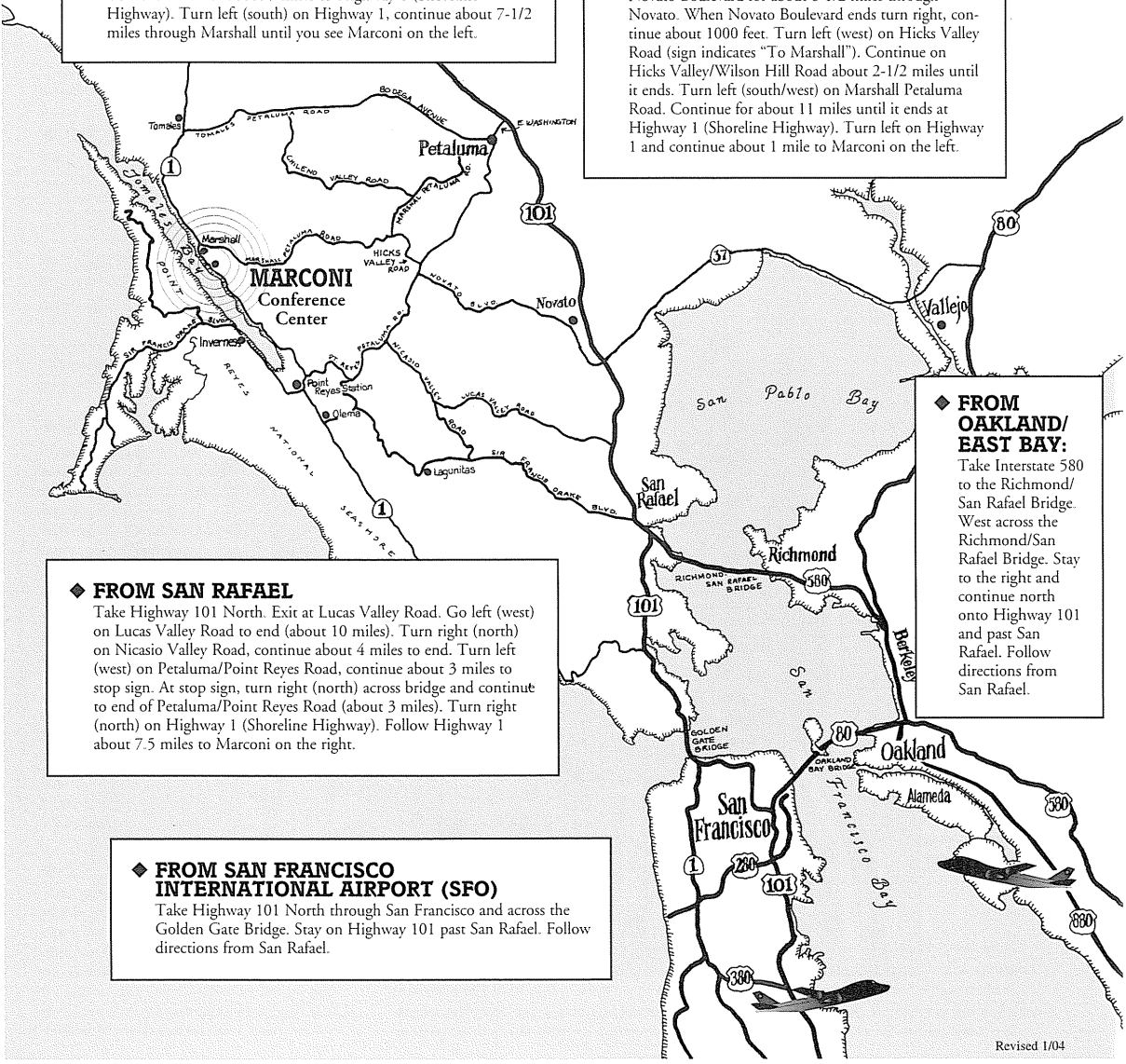
◆ **FROM SANTA ROSA**  
 Highway 101 South to Petaluma. Exit at East Washington Street. Turn right (west) on Washington Street, continue about 1.5 miles. Washington Street becomes Bodega Avenue. Continue on Bodega Avenue for about 7 miles. At Coast Guard sign, turn left (west) on Petaluma/Tomas Road. Continue on Petaluma/Tomas Road for about 7 miles to Highway 1 (Shoreline Highway). Turn left (south) on Highway 1, continue about 7-1/2 miles through Marshall until you see Marconi on the left.

◆ **FROM SACRAMENTO**  
 Take Interstate 80 West. Just before Vallejo, take Highway 37 west toward San Rafael. Continue west on Highway 37 over Highway 101 (stay to the right). Take South Novato Boulevard exit. Continue north on Novato Boulevard for about 8-1/2 miles through Novato. When Novato Boulevard ends turn right, continue about 1000 feet. Turn left (west) on Hicks Valley Road (sign indicates "To Marshall"). Continue on Hicks Valley/Wilson Hill Road about 2-1/2 miles until it ends. Turn left (south/west) on Marshall Petaluma Road. Continue for about 11 miles until it ends at Highway 1 (Shoreline Highway). Turn left on Highway 1 and continue about 1 mile to Marconi on the left.

◆ **FROM OAKLAND/EAST BAY:**  
 Take Interstate 580 to the Richmond/San Rafael Bridge. West across the Richmond/San Rafael Bridge. Stay to the right and continue north onto Highway 101 and past San Rafael. Follow directions from San Rafael.

◆ **FROM SAN RAFAEL**  
 Take Highway 101 North. Exit at Lucas Valley Road. Go left (west) on Lucas Valley Road to end (about 10 miles). Turn right (north) on Nicasio Valley Road, continue about 4 miles to end. Turn left (west) on Petaluma/Point Reyes Road, continue about 3 miles to stop sign. At stop sign, turn right (north) across bridge and continue to end of Petaluma/Point Reyes Road (about 3 miles). Turn right (north) on Highway 1 (Shoreline Highway). Follow Highway 1 about 7.5 miles to Marconi on the right.

◆ **FROM SAN FRANCISCO INTERNATIONAL AIRPORT (SFO)**  
 Take Highway 101 North through San Francisco and across the Golden Gate Bridge. Stay on Highway 101 past San Rafael. Follow directions from San Rafael.



Revised 1/04

## **PROGRAM ATTENDANCE CHECKLIST**

To assist you in your preparation for formal training session at Marconi Conference Center, the following list is provided:

\_\_\_\_\_1. Read and understand the Training for District Interpreters program syllabus prior to your arrival.

\_\_\_\_\_2. Arrange travel through your Unit/District Office.

\_\_\_\_\_3. Complete the pre-training assignment.

\_\_\_\_\_4. Bring the following with you to training:

Training for District Interpreters Group 15 program syllabus.

Foul weather gear (due to the possibility of rain during this time of year).

Uniforms are not required, wear appropriate business attire.

Reusable coffee cup, refillable water bottle, flashlight, notepads, pens, and pencils.

## **PRE-TRAINING ASSIGNMENT**

### Program/Project Sharing

- Prepare to share a district project or program that is new for your district this year, especially one that embodies the concept of innovation, access, relevancy, partnerships, or interpretive leadership.

If you have any questions or need assistance, contact Training Consultant Sara M. Skinner at (831) 649-2961 or [Sara.Skinner@parks.ca.gov](mailto:Sara.Skinner@parks.ca.gov).

## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Section in providing a return on the investment the Department has on training.

**TRAINING FOR DISTRICT INTERPRETERS GROUP 15 AGENDA**  
**FEBRUARY 10-14, 2020**

**Monday**

**February 10**

1300-1330	Welcome and Introductions	
1330-1400	Recipe for Success	Yankee
1400-1430	ADA Project Updates	Stora
1430-1530	Understanding the 81 Packet	Branaman
1530-1700	Natural and Cultural Resource Divisions Updates	Chamberlin/ Hartzell

**Tuesday**

**February 11**

0800-0900	Wildlife Disturbance Campaign	O'Brien
0900-1000	BioDiversity Initiative	Gardner
1000-1100	BioBlitzes	Johnson
1100-1200	Expanding Access	Fischer/ Calveresi
1200-1300	Lunch	
1300-1400	Partnerships: Parks California	Lawlor
1400-1500	Partnerships: California State Parks Foundation	Martinez
1500-1600	Re-Imagining Junior Rangers	Ostroskie
1600-1700	Success Stories	All

**Wednesday**

**February 12**

0800-0825	Marine Protected Areas	Delemarre
0830-1000	Travel	
1000-1200	San Francisco Presidio Venues	
1200-1300	Lunch and Travel	
1300-1500	Bay Area Discovery Museum	
1500-1700	Travel back to MCCSHP	

**Thursday**

**February 13**

0800-0900	Program Budgeting	Yankee
0900-1100	Demystifying LID and PID	Holm
1100-1200	Boating Outreach and Education	Matuk/Miranda
1200-1300	Lunch	
1300-1700	Thought Revolution	Donius

**Friday**

**February 14**

0800-0930	Tech Soup	PORTS
0930-1030	Statewide Education Resources	Gordon
1030-1130	After School Education and Safety Program	Breazeale
1130-1200	Summary/Expectations Discussion	Holm/Yankee

## **TRAINING FOR DISTRICT INTERPRETERS GROUP 15**

### **OVERALL TRAINING PURPOSE AND PROGRAM OBJECTIVES**

**Purpose:** Instruct District Interpretive Coordinators (DIC) and other key interpretive leaders and managers in up-to-date trends in resource interpretation and education framed by California State Parks strategic initiatives. Tactics will include exploring best practices, collaborations, demonstrations, and training techniques with a focus on innovation, relevancy, partnerships, and leadership. The course meets the requirements of DOM 0901.7, and provides DIC's with resources to take back to local districts to engage and train district staff, volunteers, and partners in order to maintain high quality interpretation, education, and public service.

**Program Objectives:** By the close of the training program participants will

1. Receive current information on Department initiatives, strategies, and projects.
2. Examine the DPR 81 Hiring Package components and process.
3. Assess opportunities and techniques to convey to visitors the importance of biodiversity and wildlife protection.
4. Identify strategies to build capacity for interpretive programs.
5. Describe the roles of the Department's two support organizations and identify partnership opportunities.
6. Share a district project that embodies the concept of innovation, access, relevancy, partnerships, or interpretive leadership.
7. Discuss the role of marine protected areas (MPAs) and the Department's outreach and education efforts.
8. Experience local museums to gain exposure to similar resources and evaluate effective interpretive content.
9. Examine strategies for interpretive project development and program budgeting and tracking.
10. Discuss Boating and Waterways Outreach and Education components and opportunities for collaboration.
11. Examine ways to improve communication with difficult people and solve challenging problems.

12. Experience a blend of innovative technologies and how to integrate with interpretation.
13. Identify partnership opportunities through the CREEC network and NGSS/environmental literacy workshops.
14. Discuss programming and collaboration opportunities with the After School Education and Safety Program.

## **PROGRAM OUTLINE/DESCRIPTIONS**

### **Department Updates and Discussion**

Hear from and engage with Department senior leadership and program leaders on the current status of Department initiatives and projects, and interpretation and education updates. Sessions will feature:

- Interpretation and Education Division
- Cultural Resources Division
- Natural Resources Division
- ADA section

### **Understanding the 81 Packet**

Gain a better understanding of the DPR 81 hiring package components and the approval process, as well as learn how to craft a well-developed duty statement.

### **Wildlife Disturbance Campaign**

As interpreters we want visitors to be respectful and help protect wildlife. This session will discuss current wildlife-disturbance-related efforts and introduce innovative strategies and techniques for mitigating wildlife disturbance in parks.

### **Biodiversity Initiative**

In 2018 Governor Brown launched the California Biodiversity Initiative. The goal of the Biodiversity Initiative is to secure the future of California's biodiversity by integrating biodiversity protection into the state's environmental and economic goals and efforts. Executive Order B-54-18 directs the Secretary of Natural Resources to implement the Biodiversity Initiative and for all state agencies to work together in reaching the goals outlined by the Convention on Biological Diversity. Learn about California State Parks efforts to meet these goals and opportunities to participate in the California Biodiversity Day.

### **Bioblitzes**

Bioblitzes are events that allow citizen scientists to collect information about the biodiversity in a given area using the iNaturalist app. Rebecca Johnson with the California Academy of Sciences will share information about the iNaturalist app, how to coordinate bioblitzes, and opportunities for partnership in conjunction with the State's Biodiversity Initiative.

### **Expanding Access**

Angeles District, through a partnership with National Park Service, is engaged in the Every Kid Outdoors Program. This session will discuss the program, how it operates, opportunities for program expansion, and capacity building through partnerships.

## **PROGRAM OUTLINE/DESCRIPTIONS**

### **Partnerships: Parks California and the California State Parks Foundation**

Hear from the senior leadership for the Department's two support organizations on the role and focus for each organization, initiatives and projects, and partnership opportunities.

### **Success Stories**

This is your opportunity to share projects, programs, exhibits, people and places that exemplify your local interpretive efforts. Prepare to share a district program or project that embodies the concept of innovation, access, relevancy, partnerships or interpretive leadership during this session.

### **Marine Protected Areas**

Marine Protected Areas are special designated areas within the ocean set aside to protect and promote biodiversity. With 32 MPAs adjacent to state parks, the Department has increased its outreach and education efforts about the benefits of MPAs. Learn what staff is doing and about available resources.

### **Field Excursion**

We will explore two museums dedicated to play and exhibition. We will hear from museum education and curatorial staff on how they develop tours and design exhibits to meet the changing demographics of visitors while touring both the facilities.

### **Program Budgeting**

Explore methods for developing and tracking a program budget. We will explore the following questions as part of this session:

- What are the components that need to be considered?
- How might you structure the budget for different types of programs or special events?
- How can this tool be used effectively?

### **Demystifying LID and PID**

How do I track staff hours charged? What makes a strong project in PID? This session will address these questions by:

- Providing a basic overview of how to run simple reports in the Labor Information Database (LID),
- Reviewing the required fields in the Park Infrastructure Database, and assessing what makes a strong problem statement and project scope.



## **PROGRAM OUTLINE/DESCRIPTIONS**

### **Boating Outreach and Education**

Under the reorganization the Boating Outreach and Education Section became part of the Interpretation and Education Division. Learn from the two program managers about what is new with their programs, what they have to offer, and collaboration opportunities.

### **Thought Revolution**

Are you interested in learning a method to unlock answers to tough problems? By using Thought Revolution method in facilitated Ideation sessions, participants learn how to access answers trapped in their right brains and achieve results previously thought impossible.

### **Tech Soup**

Tech Soup will use the finest ingredients to create a tasty masterpiece of interpretive technology. Take the recipe back to your district and put your own spin on the ideas, content, platforms and approaches to interpretation to invent your own nutritious products and services.

### **Re-imagining Junior Rangers**

The Junior Ranger Program for State Parks is in need of a facelift. This session will be a collaboration of minds to help with the new re-design of the program. Bring your creative ideas and needs to this course.

### **Statewide Education Resources**

Looking to connect with environmental educators in your area but not sure how? During this session Shannon Gordon with the California Department of Education will provide an update on the California Regional Environmental Education Consortium (CREEC) Network, and walk through the CREEC Network website to share resources available and how to work with the network. Information about the NGSS Rollouts, the role of informal education institutions in NGSS, and the online Environmental Phenomena Database will also be discussed.

### **After School Education and Safety Program**

The After School Education and Safety (ASES) Program partners with public schools and communities to provide academic and literacy support, and safe, constructive alternatives for youth. Chris Breazeale, statewide ASES program coordinator at the California Department of Education, will share more information about the ASES program, including how to connect with ASES coordinators in your area, and discuss collaboration opportunities.